



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: December 6, 2007
CLOSING DATE: open until filled

Recruiting Bulletin No. 07-25-047A
Chicago Regional Census Center

POSITION: SECRETARY GG-0318-5/6
Salary Range: \$32,347 - \$46,875

THIS BULLETIN HAS BEEN REVISED TO UPDATE SALARY TO REFLECT 2008 PAY RATES. APPLICANTS WHO HAVE APPLIED PREVIOUSLY DO NOT NEED TO REAPPLY.

NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

DUTY LOCATION: Chicago Regional Census Center

WHO MAY APPLY: All U.S. citizens.

DUTIES:

The incumbent of this position serves as a secretary in the Regional Census Center (RCC). The secretary is responsible for receiving telephone calls and visitors, and referring callers to appropriate offices. The secretary may maintain an appointment calendar, advising individuals when appointments must be rescheduled, and arranging mutually convenient times. The incumbent also makes arrangements for meetings, travel arrangements for supervisor and staff, and prepares related travel vouchers and reports. The secretary receives and controls mail, routing items to appropriate offices. The secretary may assemble background information for supervisors, and notify supervisors of any pending delays related to the RCC. The incumbent reviews outgoing correspondence for conformance with instructions, grammar, and typographical accuracy. The secretary may also provide advice to secretaries in subordinate units concerning matters such as time and attendance, travel, reports, and correspondence procedures, and may serve as a timekeeper.

QUALIFICATIONS:

1. Applicants must be age 18 to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience indicated below:

Selective Factor: To be minimally qualified for this position, applicants **MUST** have a typing proficiency of at least 40 words per minute with 3 or fewer errors based on a five-minute sample. The applicant must provide a statement addressing their ability in their application.

In addition to the selective factor, you must have the experience or education listed below or a combination of both.

GG-5: Experience: One year of specialized experience equivalent to the GS-04 level in the Federal Service. Examples of such specialized experience include clerical and/or secretarial duties such as, maintaining files and records; reviewing correspondence for spelling and typographical errors, and conformance to formats and procedural requirements; receiving and screening visitors; and referring telephone calls to the appropriate area; and utilizing working knowledge of automation equipment with multiple software capabilities in order to create, compute, report, retrieve, and transmit data. **OR**

Education: Have successfully completed four full years of education above high school

GG-6: Experience: One year of specialized experience equivalent to the grade 05 level in the Federal service. Examples of such specialized include screening telephone calls and visitors and referring to appropriate staff members; reviewing outgoing correspondence and reports for content, grammatical accuracy, and conformance to established standards; advising individuals on clerical and administrative procedures; utilizing working knowledge of automation equipment with multiple software capabilities in order to create, compute, report, retrieve, and transmit data; scheduling appointments and commitments; and making travel and conference arrangements for supervisor.

Education: Education cannot be substituted for experience at this grade level.

Relocation expenses are NOT authorized.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

1. Ability to use computer software relevant to the secretarial field, such as electronic calendaring (e.g., Lotus Notes Calendaring), word processing packages (e.g., WordPerfect or Microsoft Word), spreadsheet packages (e.g., Lotus 1-2-3 or Microsoft Excel), travel programs, and Microsoft Windows.
2. Ability to follow established procedures and policies governing correspondence, including tracking, editing, and coordination with supervisors and/or management.
3. Experience communicating with all levels of an organization.

For further information on this vacancy you may contact, Jodi Wysocki at 630-288-9200.

HOW TO APPLY: Each applicant must submit a completed Optional Application for Federal Employment, OF-612, a resume, or a SF-171, Application for Federal Employment (this form is obsolete but may be used), **for each grade you are applying for**, listing your work duties and accomplishments relating to the job. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Individuals with a disability may request reasonable accommodations by calling (630) 288-9200.

Complete application package must be received by the closing date of the bulletin and submitted to:

Bureau of the Census
 Chicago Regional Office
 1111 W 22nd St, Suite 400
 Oak Brook, IL 60523
 ATTN: Jodi Wysocki - Human Resource Specialist

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

